

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

March 10 - [City Council Meeting Agendas](#)

Looking Ahead

Sunday, March 8: Daylight savings time begins

Monday, March 9: School Board Work Session

Wednesday, March 11: Board of Zoning Appeals

Thursday, March 12: Community Policy and Management Team

Monday, March 16: School Board Budget Meeting

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This week, City Manager Eden Freeman and Shenandoah University President Tracy Fitzsimmons signed the official Memorandum of Agreement for the improvement, maintenance and management of several baseball and softball fields in Jim Barnett Park. Field renovations are expected to begin in August 2020.

City Manager's Takeaways

Repaving on N. Cameron Street between Piccadilly and Clark Streets will begin the week of March 9th. Once paving and restriping is complete, the street will reopen to traffic.

City staff continued coordination efforts with WMC, Lord Fairfax Health District and multiple state agencies on preparedness and potential response to COVID-19. The City has created a [webpage](#) with helpful information and links to reliable sources of the latest information (CDC, WHO and VDH). Dr. Colin Greene, Director of the Lord Fairfax Health District will provide an overview of response efforts during the Mayor's Report of the March 10, 2020 Council Meeting.

Public Safety

Winchester Police

- Participated in Daniel Morgan Middle School's Read Across America event.
- Chief and Deputy Chief attended City's Senior Management Team Coronavirus preparedness meeting.
- Attended multi-agency school resource officer meeting.
- Attended Apple Blossom planning meetings.
- Hosted first Mocha Mondays event with Chief Piper at Starbucks. Next Mocha Monday event will be held on April 6 from 7:30-8:30 am at Chick-fil-A on Pleasant Valley Road.
- Continued work on revising General Orders policies.
- Researched texting tool for recruitment and added interest card to the website.
- Recorded the first episode of the Defrost podcast to air March 11 on Spotify.
- Provided recruitment information at career fairs.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 11
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes - 31

Winchester Fire and Rescue

- Recruit class completed/passed their first unit exam for their EMT certification.
- Assistant Chief attended City's Senior Management Team Coronavirus preparedness meeting.
- Mailed mutual assistance request letters for Apple Blossom coverage to several fire and rescue agencies.
- Distributed nitrile gloves to four City departments.
- Completed pump testing on all fire engines.
- Chief Garret participated in Read Across Winchester by reading at Daniel Morgan Middle School and Frederick Douglas Elementary School.
- Planning preparation for the Women in the Fire Service Conference.
- Met with the Museum of the Shenandoah Valley about maintaining egress during events.
- Planned smoke alarm activity with the American Red Cross for their "Sound the Alarm" campaign.

Police Activity	#
Calls for Service	726
Directed Patrols	27
Directed Patrols (OTW)	7
Extra Patrols	75
Extra Patrols (OTW)	0
Alarms/False Alarms	31/31
Crash Reports	5
Traffic Citations	48
Traffic Warnings	34
DUI/DWI	5
FOIAs Answered	7
Special Events Permits Received/ Approved	4/1 25 YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	102
Hazardous Cond.	0
Service Call	6
Mutual Aid Given	5
Good Intent	7
False Alarms	0
Special Incident	0
Plan Review	1
Reinspections	9
Inspections	3

Emergency Management

- Attended the 4th Annual National sUAS (drone) Conference in Crozet, VA.
- Attended City's Senior Management Team Coronavirus preparedness meeting.
- Worked on troubleshooting school radios and the command bus electrical system.
- Met with Department of Social Services and Schools to discuss feeding partnership for emergency shelters.

Parks & Recreation

- Hosted signing of Memorandum of Agreement with Shenandoah University regarding partnership for maintenance of ball fields.
- Held Kiwanis Pancake Day planning meeting.
- Attended City's Senior Management Team Coronavirus preparedness meeting.
- Continued work on Summer Activity Guide.
- Removed solar blankets from Preston Field.
- Prepared ball fields for Shenandoah University and Handley High School games.
- Finalized candidates for interviews for Superintendent, Aquatic Specialist, Community Recreation Specialist positions.
- Completed review of fee structure and administration.

Development Services

Economic and Workforce Development

- Attended the International Council of Shopping Centers Mid-Atlantic Convention.
- Conducted mid-month Economic Development Authority members update meetings.
- Met with developers interested in investing in the Winchester area.
- Discussed expansion plans with two Winchester-based businesses.

Arts and Vitality & Old Town

- Continued vendor recruitment for 2020 Old Town Farmers & Makers Market.
- Met with GIS to discuss OTW map updates and future projects.
- Sent OTW Shopping and Dining Guide edits to businesses for review.
- Completed Celtic Fest business promotions flyer.
- Held monthly Old Town Advancement Commission (OTAC) meeting. Approved arts grants for local entities.
- Assisted 12 locals and 4 visitors at the Old Town Welcome Center.

Winchester/Frederick County Tourism

- Took part in the weekly ad campaign update call with marketing firm. Discussed planned dates for asset (photo and video) collection as well as possible options for a stakeholder/local community launch party once the campaign is completed.
- Set up a display at the Clear Brook Welcome Center on I-81 as part of a March blitz program. Highlighting local businesses as well as events and attractions open in March.
- Held our monthly Shenandoah Valley Tourism Partnership Advocacy Committee conference call to discuss upcoming advocacy opportunities and recap the potential impacts of tourism-related legislation pending.
- Met with leadership at Navy Federal at their request regarding increased involvement with our destination ambassador training and newcomer's welcome events.
- Had a planning meeting with the Chamber of Commerce to discuss assisting with some content for their April newsletter.
- Held a tourism video ad hoc committee meeting to discuss strategies for implementing a new video featurette program we are spearheading.
- Continued planning for the Newcomer's Welcome Event at the Visitor Center on April 2, 2020.
- Solidified plans and sent a news release for the April 21, 2020 Destination Ambassador Training to be held at West Oaks Farm Market.
- Attended City's Senior Management Team Coronavirus preparedness meeting.
- Had a strategy planning meeting with Sean Murphy of 1455 Literary Arts for Lit Fest 2020 to be held on July 16-18, 2020 in Old Town Winchester.
- Continued design work on the 2020 Visitor Guide.

Zoning and Inspections

- Completed:
 - 101 building permit inspections and issued 66 building permits (\$327,472)
 - 197 code enforcement inspections and initiated 54 new cases
 - 18 new business reviews (13 certificate of business, 5 certificate of home business)
 - 2 PDSP permits
- Removed 1 signs from the public right-of-way (YTD=69)

Permit	Type	Address	Description	Value
20 00000353	PLBG	400 S WASHINGTON ST	NEW FIXTURES	\$3,500
20 00000373	PLBG	404 MARION ST	WATER HEATER & EXP TANK	\$1,688
20 00000117	PLBG	809 S STEWART ST	REPLACE WASHER	\$2,500

Permit	Type	Address	Description	Value
20 00000227	RREM	27 MORNINGSIDE DR	BATHROOM ON 2ND FLOOR	\$5,000
20 00000372	PLBG	714 STERLING DR	WATER HEATER & EXP TANK	\$3,849
20 00000353	BLDG	400 S WASHINGTON ST	ADD SHOWER STALL	\$6,000
20 00000370	DECK	248 SHAWNEE AVE	FREESTANDING DECK	\$1,200
20 00000368	POOL	415 W CECIL ST	IN-GROUND POOL	\$50,000
20 00000428	NGAS	408 SHENANDOAH AVE	REPLACE GAS FURNACE	\$100
20 00000428	MECH	408 SHENANDOAH AVE	REPLACE GAS FURNACE	\$12,000
20 00000376	NRRM	2705 S PLEASANT VALLEY RD	INSTALLING BATHROOM	\$19,622
20 00000247	ELEC	633 FAIRVIEW AVE	REMODEL	\$175
20 00000424	SIGN	3052 S100 VALLEY AVE	FREESTANDING SIGN	\$457
20 00000024	MECH	25 W PICCADILLY ST	NEW HEAT PUMPS	\$80,000
20 00000401	ELEC	1037 ALLEN DR	SERVICE UPGRADE	\$8,000
20 00000356	SIGN	2621 S PLEASANT VALLEY RD	INSTALL MOUNTED SIGN	\$1,000
20 00000239	MECH	300 CAMPUS BLVD	NEW EXHAUST FAN	\$3,806
19 00004039	FIRE	1320 L.P. HILL DR	NEW ADDRESSABLE SYSTEM	\$15,000
20 00000117	ELEC	809 S STEWART ST	REMODEL	\$5,000
20 00000367	RREM	1539 MEADOW BRANCH AVE	BATHROOM REMODEL	\$25,000
20 00000239	PLBG	300 CAMPUS BLVD	NEW FIXTURES/W/S SERVICE	\$3,780
19 00004284	MECH	13 E NORTH AVE	REPLACE FURNACES	\$0
20 10000032	PSPS	159 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000032	PSD1	159 N LOUDOUN ST	OUTDOOR DINING	\$85
19 00004284	PLBG	13 E NORTH AVE	REPLACE WATER HEATERS	\$12,000
20 00000361	CHNG	15 E BOSCAWEN ST	RETAIL TO OFFICE	\$0
20 00000233	RADI	799 FAIRMONT AVE	REMOVE AND REPLACE ANTENNAS	\$18,000
19 00003387	PLBG	441 GLEN LEA CT	REPLACE FIXTURES	\$2,500
20 00000451	NGAS	2939 SORRELL CT	REPLACE FURNACE	\$100
20 00000217	NRRM	202 W BOSCAWEN ST	INSTALL INTERIOR PARTITION WALL	\$20,000
19 00004299	MECH	568 570 N LOUDOUN ST	(2) FURNACES	\$6,400

Permit	Type	Address	Description	Value
20 00000471	PLBG	1537 DALTON PL	REPLACE WATER SERVICE	\$5,500
Various		Various	EXPANSION TANK	\$15,000
68				\$327,472

Planning

- Staffed the March 3 Planning Commission work session and the March 17 regular Commission meeting. Among the agenda items reviewed were: 1) Zoning Text amendment to revise the PUD density regulations; 2) PUD rezoning for Phase 2 of the Meadow Branch Avenue Apartments; and , 3) Conditional Use Permit for an Airbnb on N. Washington Street.
- Secured Viewers Report and updated staff report and ordinance language for a small right-of-way vacation along Meadow Branch Avenue for the March 10 Council meeting agenda packet. Also, prepared a Resolution of Sorrow for former Council President Charley Gaynor.
- Chaired the March 3 Metropolitan Planning Organization Technical Advisory Committee meeting where the proposed Unified Planning Work Program (UPWP) was reviewed and forwarded to the Policy Board for a 20-day comment period. The UPWP is effectively the proposed budget for the FY2021 budget year.
- Staffed the March 5 Board of Architectural Review meeting.
- Together with Zoning Administrator Frank Hopkins, gave the Planning and Zoning presentation to this year's INSIGHT Citizen's Academy class.
- Together with the Communication Director, recorded the latest Winchester 101 history episode. The segment focuses on women's history.
- Attended City's Senior Management Team Coronavirus preparedness meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Public Services

- City Manager executed the contract for the construction of the trails at the Museum of the Shenandoah Valley and work on the project is expected to begin week of March 9.
- Weather permitting, Cameron Street between Piccadilly Street and Clark Street will be repaved week of March 9. After the repaving is completed, the pavement markings will be installed and the first phase of the N. Cameron drainage improvements project will be completed.
- Continued preparations for moving the Treasurer's Office and City Commissioner of Revenue's Office from Rouss City Hall to the Creamery Building. The move will take place March 13-14.
- Conducted interviews with vendors that submitted proposals to replace the automated access control systems in all four of the parking garages.
- Held the mandatory pre-bid meeting for the project to replace two sewage pump stations. One is at the north end of Pennsylvania Avenue and the other is located behind the Hampton Inn on Berryville Avenue.
- Attended the regular meeting of the Technical Advisory Committee of the Win-Fred MPO.
- Held the monthly meeting with VDOT to review progress on all projects with VDOT funding.
- Attended City's Senior Management Team Coronavirus preparedness meeting.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	52	7,478
Water service lines replaced (number)	3	371
Water meters replaced (number)	268	4,085
Sanitary sewer mains replaced/lined (linear feet)	55	6,576
Sanitary sewer laterals replaced (number)	0	103
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	405	39,419
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	7	51	#
	Mowing	0	0	Acres
	Miles of streets swept	36.70	515.69	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	16	89	#
	Trees trimmed	5	522	#
	Stumps removed	25	60	#
Traffic	Street signs Installed/replaced	28	102	#
	Pavement markings repainted (City)	0	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	122.31	1,143.58	Tons
	Recycling collected	25.91	252.706	Tons
	Large item pickups	5	28	#
Transit	Total passengers	2,408	20,894	#
	Revenue miles pick up/drop off	3,873	32,423	Miles
	Revenue hours pick up/drop off	361.8	3,060.81	Hours

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Utility billing	Payments processed	1,525	14,099	#
	New bills mailed out	0	12,415	#
	Water services turned off (non-payment)	21	125	#
Water treatment plant	Average daily water demand	5.83	5.71	Million gallons/
	Peak daily water demand	6.10	6.53	day
Wastewater treatment plant	Average daily flow treated	6.88	7.67	Million gallons/
	Peak daily flow treated	8.26	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	3	#
	Water meters read	803	13,321	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	6,787	15,702	Linear feet
	After-hours call outs	3	36	#
Engineering	Site plans reviewed	1	32	#
	Floodplain permits issued	0	8	#
	Utility as-builts reviewed	0	4	#
	Right-of-way permits issued	4	63	#
	Land disturbance permits issued	1	1	#
	Stormwater facility inspections	0	6	#
	Erosion and sediment control inspections	24	203	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	20	189	#
	Special events assistance	1	3	#
	Maintenance of pedestrian mall	30	252	Staff hours
Equipment maintenance	Total repairs completed	54	516	#
Winchester Parking Authority	Work requests completed	8	59	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	2	#
	New monthly rentals	3	42	#
	Monthly rental cancellations	3	15	#
	Total monthly leases in all autoparks	0	1,169	#
	Available monthly spaces in all autoparks	0	243	#
	Hourly parkers (all four garages)	2,850	22,180	#
	Park-Mobile transactions	918	7,157	#
	Meter violations	240	1,819	#

Social Services

- Received 77 Benefit Program applications: 18 SNAP, 50 Medicaid, 3 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 4 Home Energy Assistance Program
- Provided case management to: 1,464 Medicaid cases, 3,908 SNAP cases, 63 TANF cases, 18 Auxiliary Grant cases, 26 individuals receive VIEW services, 55 families/96 children receive Child Care Subsidy Assistance, 25 Home Energy Assistance Program cases.
- Child Welfare Supervisors attended the Northern Region Child Welfare Supervisor's Meeting.
- VDSS Medicaid Consultant trained the Benefits Team on the policy and application of the Gap Filling Rule.
- Attended various webinar: Serving At Risk Able Bodied Adults Without Dependents (ABAWD)
- Held a collaborative meeting to discuss current internal procedures that determine use of Federal Title IV-E funding for foster youth in our care, and how to streamline processes to improve our efficiency and effectiveness.
- Attended City's Senior Management Team Coronavirus preparedness meeting.

Weekly Activity	#
Clients walk-ins/drop-offs	167/130
Child Protective Service (CPS) referrals/case management load	4/46
Placed "on notice" for foster care entry by JDRC	8
Children in/entered/exited foster care	52/0/0
Adoption subsidy cases/adoptions finalized	45/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	4/8/99
CPS family assessments & investigations of alleged maltreatment	58
Family Service intakes/case management load	7/7
Adult Protective Service referrals/case management load	0/8
Adult guardianships/cases	2/81
Adult Protective Service investigations/intakes	17/1
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	3

Communications

- Distributed the [March 4, 2020 CitE-News](#) issue. [View](#)
- Handled 0 media requests for City information and staff interviews; 2 inquiries for WPD.
- Designed the Social Services 2019 annual report.
- Began design of the Fire Department's 2019 annual report.
- Recorded and edited the first episode of the [Defrost podcast](#) with the Police Department. The episode will be released March 11 on Spotify.
- Filmed/edited a 30-second promo video for the season launch of the Defrost podcast.
- Finished first draft of the Fire Department's recruitment rack card.
- Recorded the Season 3 premiere episode of [publiCITY](#) that will be released March 25 at 12:00 pm. Topic: Flooding awareness.
- Began drafting new graphics for the third season of publiCITY.
- Created a [Flood Awareness and Preparedness web page](#). Virginia Flood Awareness Week is March 8-14.
- Created a [Coronavirus web page](#).
- Added TV slides about Flood Awareness and Coronavirus protection to channel 6.
- Recorded and edited the upcoming Winchester 101 segment that will premiere in the next Rouss Review podcast episode. Segment focuses on Women's History Month.
- Assisted the Police Department with various recruitment tools including a job interest card on the website and vinyl banner designs.
- Held [INSIGHT Citizen's Academy](#) session. Topic: Planning and Zoning.
- Met with [Citibot](#) representatives concerning marketing ideas.
- Attended the MOA signing ceremony between SU and the City at Jim Barnett Park.
- Attended City's Senior Management Team Coronavirus preparedness meeting and started promoting preventative information.

311 Requests Received	#
FOIA	5
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	1
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	1
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	8/93

Date	City Press Releases/Related Press Releases
3/2	Tourism Ambassador Program rebrands and announces spring training opportunity - read
	Old Town Farmers Market changes name and seeks vendors for 2020 season - read
3/3	Registration dates for the Winchester Police Department's 'Junior Academy' announced - read
3/5	Park to host volleyball tournament to benefit local area Special Olympics - read
3/6	Annual hydrant flushing program begins March 23, 2020 - read

Date	Segments on WDVM
3/1	Baby born in the back of a Winchester ambulance - watch
Date	Articles in <i>The Winchester Star</i>
3/1	Rouss City Hall renovations revealed to public at open house
3/2	Special delivery
3/3	Photo: It's Super Tuesday
	SU, City formalize pact to manage fields
3/4	Short term rental request may be problematic
	Farmers Market returning with a new name
3/5	Functioning furnace prompts fire call
	Meadow Branch Apartments developer proposes expansion
3/6	Local tourism training program adopts new name
	Celtic Fest to bring Irish traditions to downtown Winchester on Saturday

Support Services

Innovation & Information Services

- Worked with Treasurer to complete FOIA request submission to requester.
- Finished configuration of python script for processing fire calls, appending them into our GIS database, and updating web services associated with those calls. Worked on EMS calls python script that will perform the same functionality as Fire call script.
- Created a Preliminary Floodplain Mapping GIS application to display FEMA preliminary flood hazard areas and also 100-year flood event depth grid.
- Worked with Emergency Communications to generate new street spans for new GIS Fire Grids/Dues from analysis over the summer.
- Worked with Cable vendor to test fiber connection between AV and server room.
- Completed Creamery Security Network and continued necessary personal property changes for move to Creamery building.
- Met with Public Works to discuss the integration of Utility GIS data into PubWrks software.

Help Desk Requests	Count	Closed
Account Management	10	9
Applications	18	19
GIS	0	0
Hardware	11	6
Information Only	3	3
Infrastructure	6	5
No Action Required	9	5
Not Assigned	21	0
Procurement/Disposal	0	2
Reporting	0	0
Research	0	0
Total	78	49